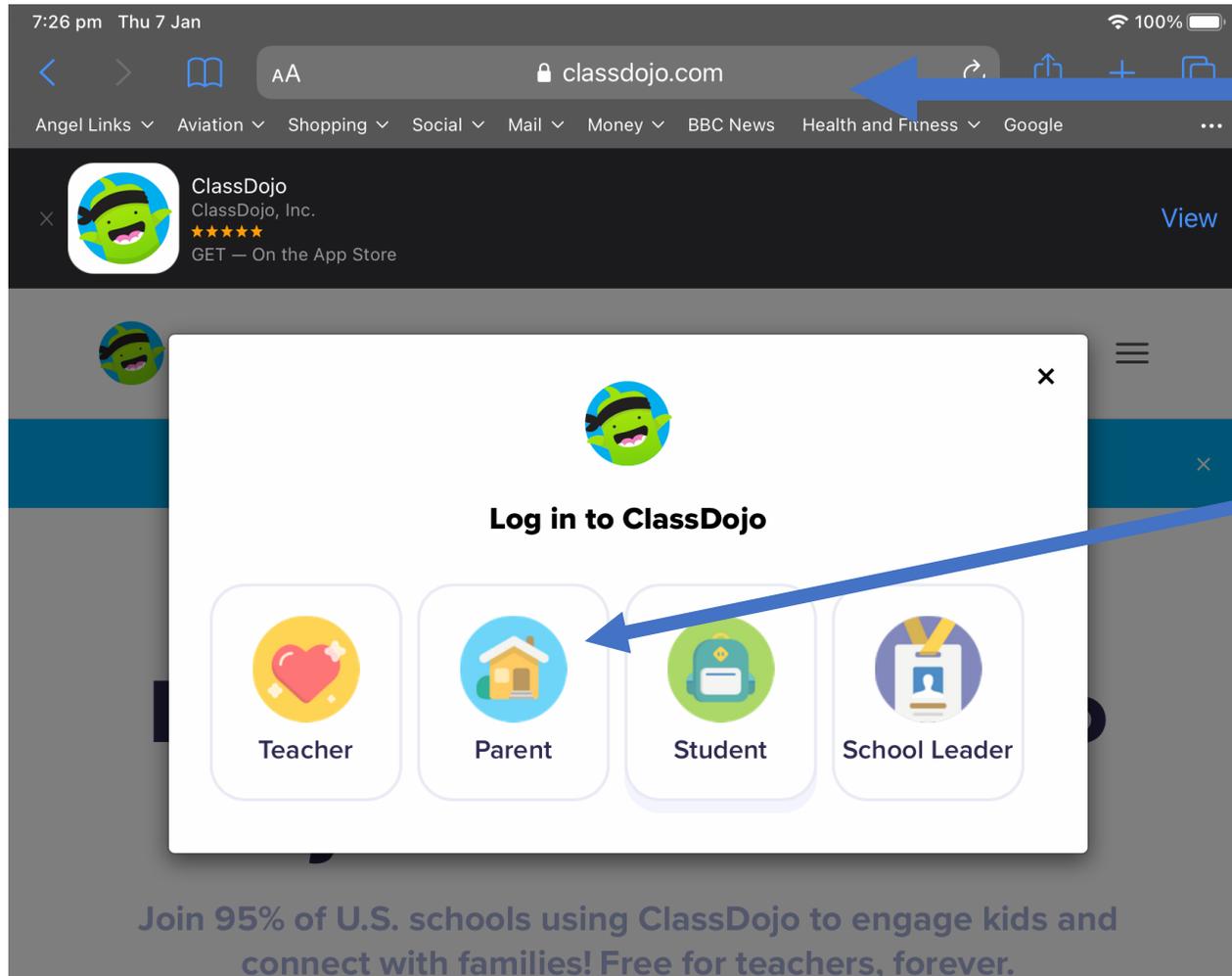


Class Dojo User Guide



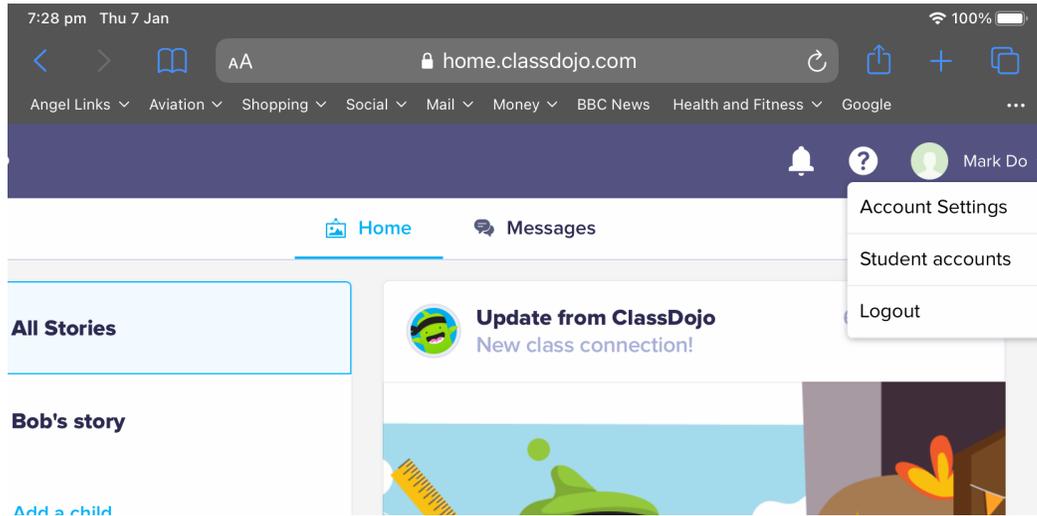
How to log on to Class Dojo.



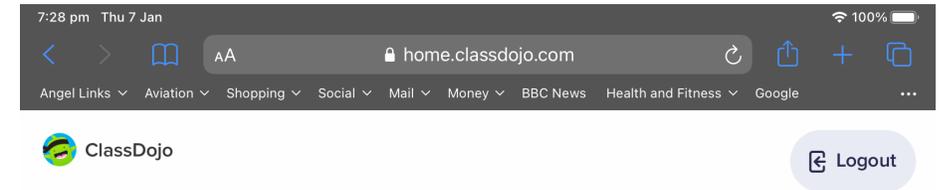
Go to www.classdojo.com

Click "Log in" and select parent. Enter your email and password to log on.

How to switch from parent to child account.



Click on your name in right hand corner and select "Student accounts" from the drop down menu.



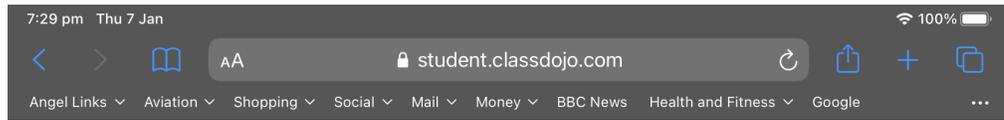
Click on your child's name e.g. Bob and you will be taken to their homepage.

Who's here?

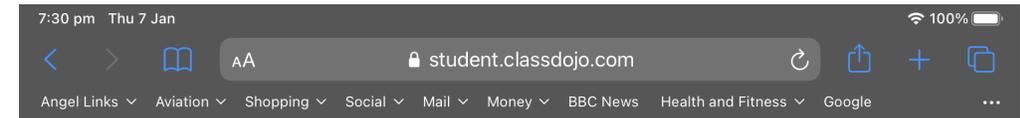
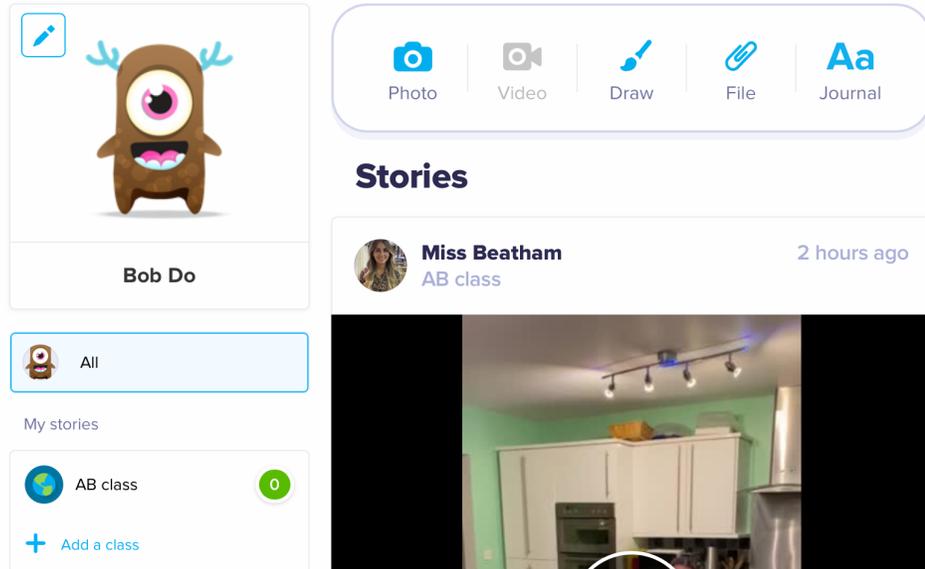


+ Add a child

How to access your child's portfolio page.



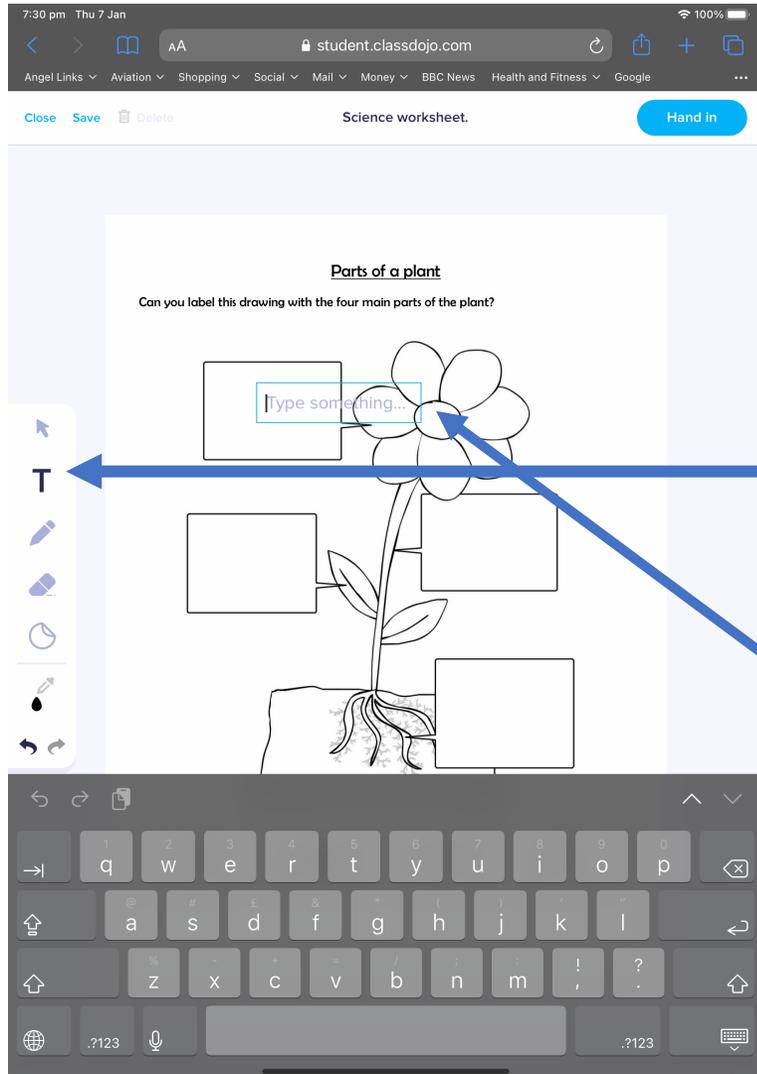
Click on "Portfolio" at the top of your child's home page.



My Portfolio 

You will then be taken to your child's portfolio where you can see any outstanding activities.

How to complete worksheets online.



Click on “start” next to the activity and the worksheet will open.

To add text, click on the “T” on the left-hand side toolbar.

After you have selected “T”, click on the screen where you would like the text to appear and type in your response.

How to resize and move text on a worksheet.

Close Save Delete Science worksheet. Hand in

Parts of a plant
Can you label this drawing with the four main parts of the plant?

Flower

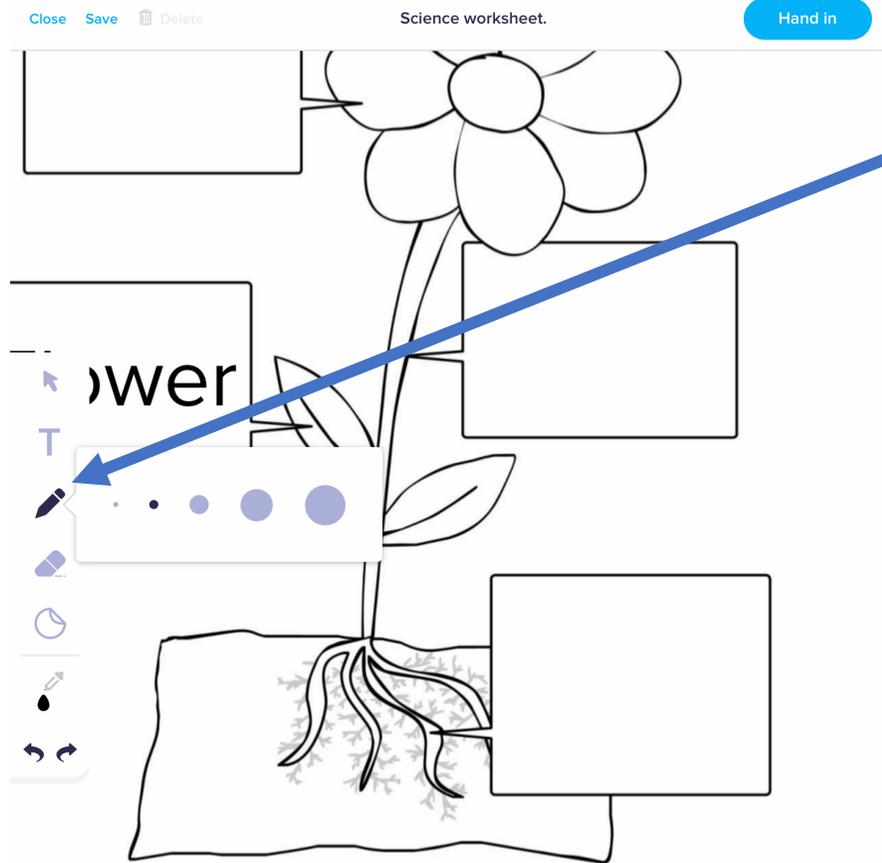
STEM FLOWER ROOTS LEAF

To resize and move text, click on the cursor on the left-hand side menu.

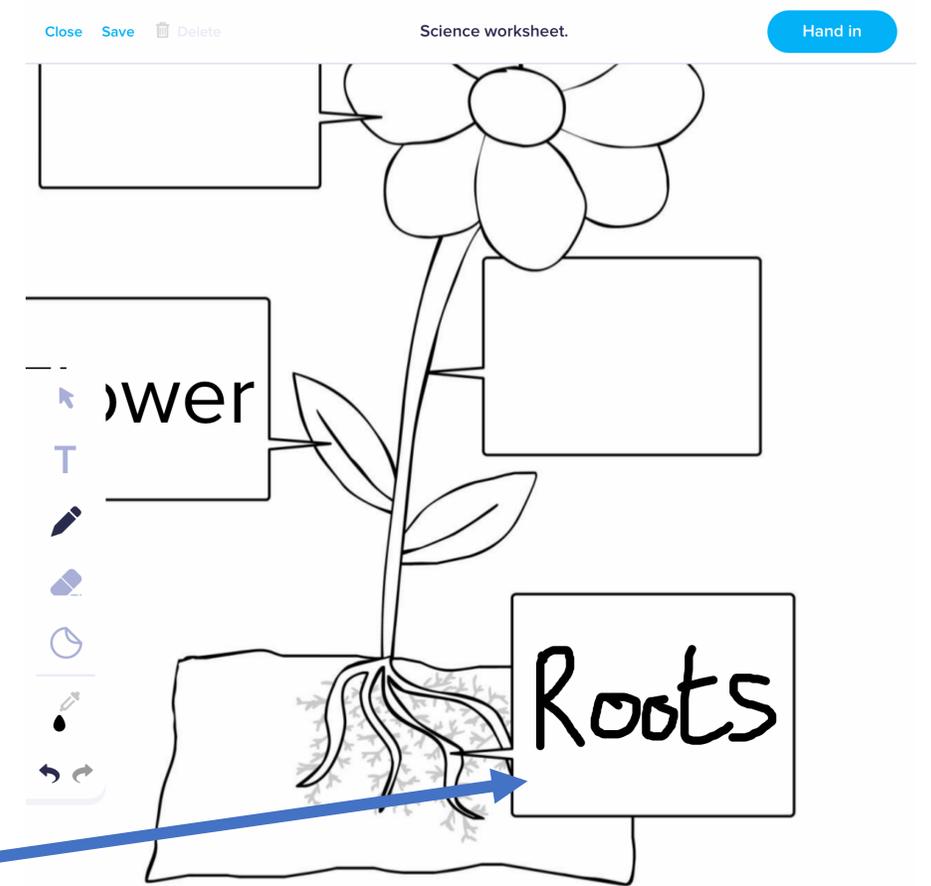
Drag the corner of the text box outwards to make the font bigger and inwards to make the font smaller.

To move the text box, click and hold inside the box and drag to wherever you would like it.

How to draw on worksheets.

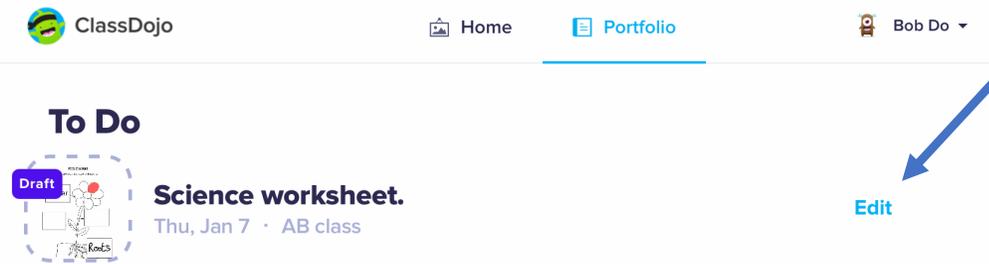
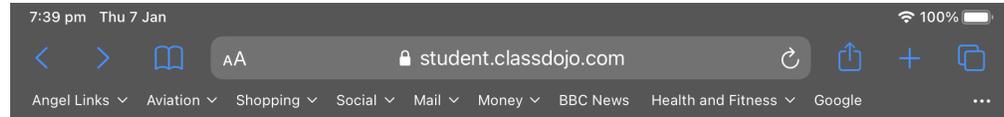


To draw, click on the pencil on the left-hand side tool bar and select the width of the line.



Then write your answer where you would like it to appear.

How to go back and edit work when it has been sent back to you.



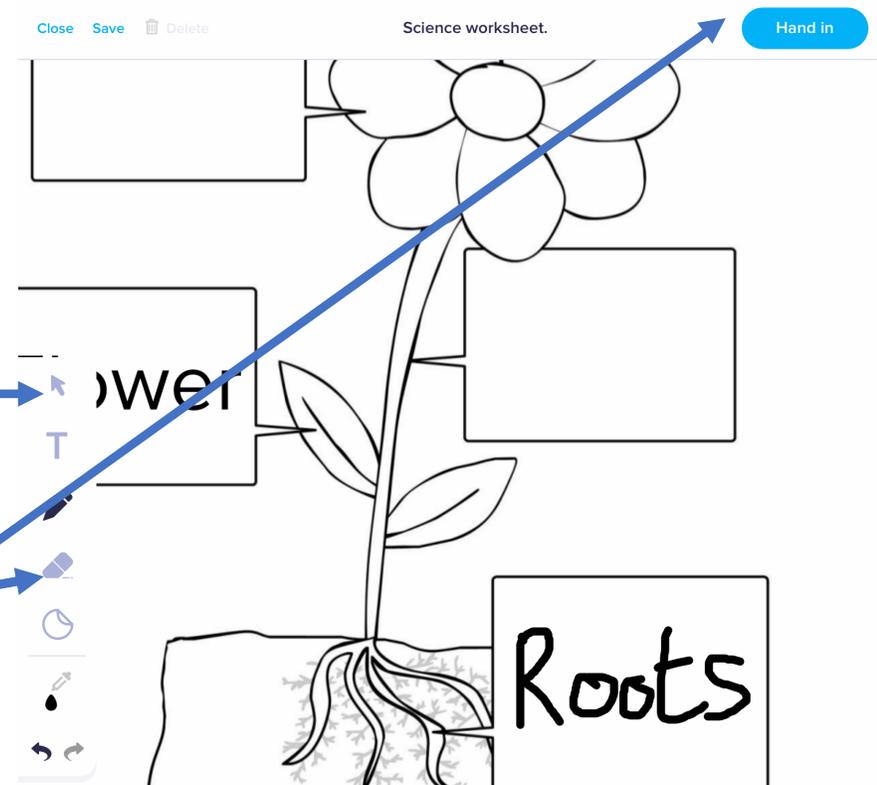
My Portfolio

Use the cursor to click on text and edit it.
Use the “T” or the “pencil” to add new text.

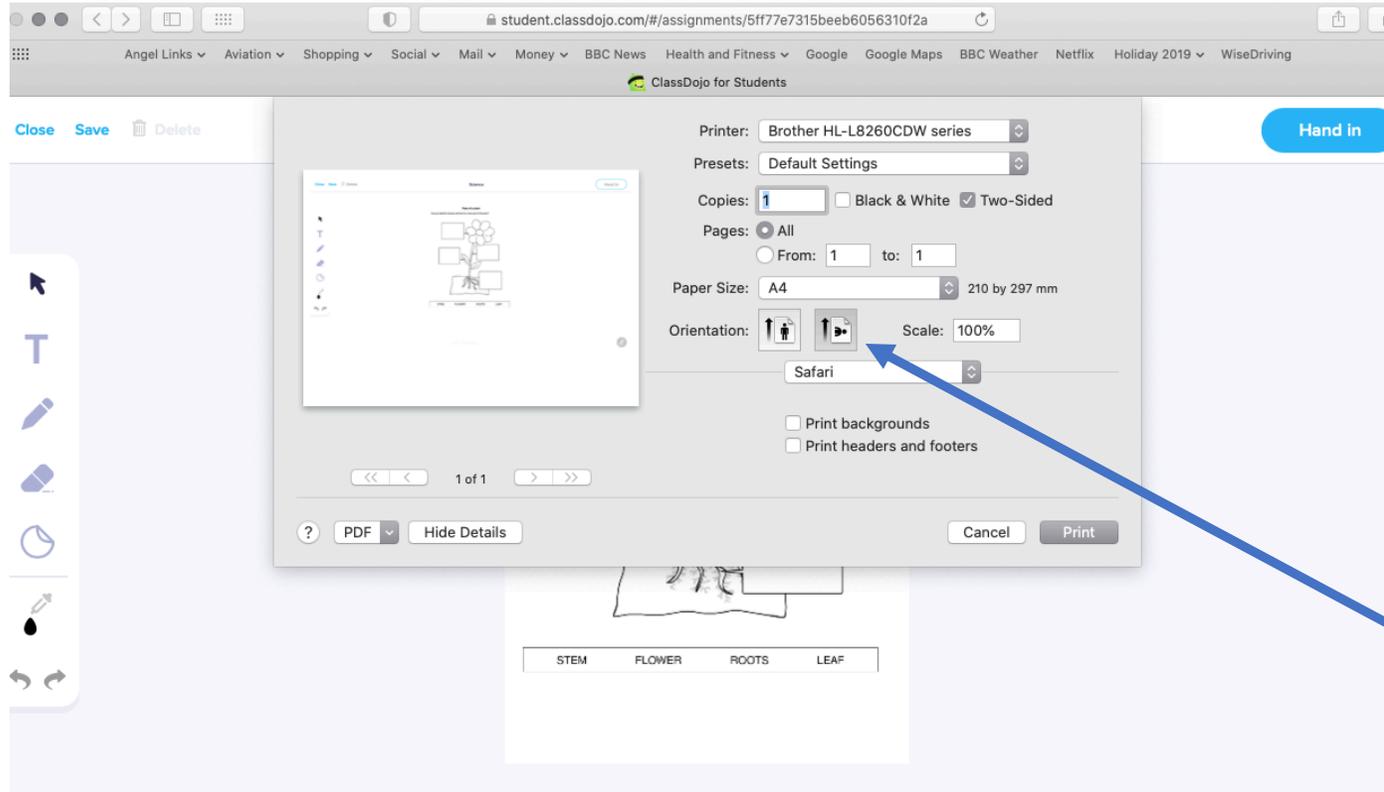
To remove text, use the cursor to select the text and click delete. Use the eraser to rub out any drawings.

Click hand in to resubmit.

Any work returned to your child will be in their portfolio.
Click on edit to change the work and resend.



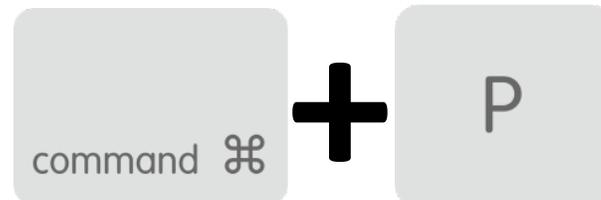
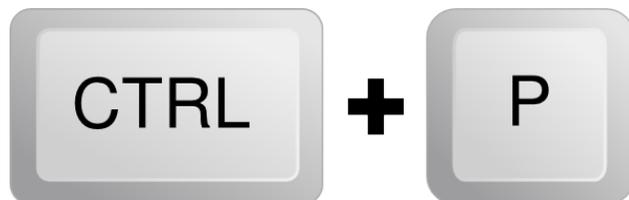
How to print a worksheet from portfolio.



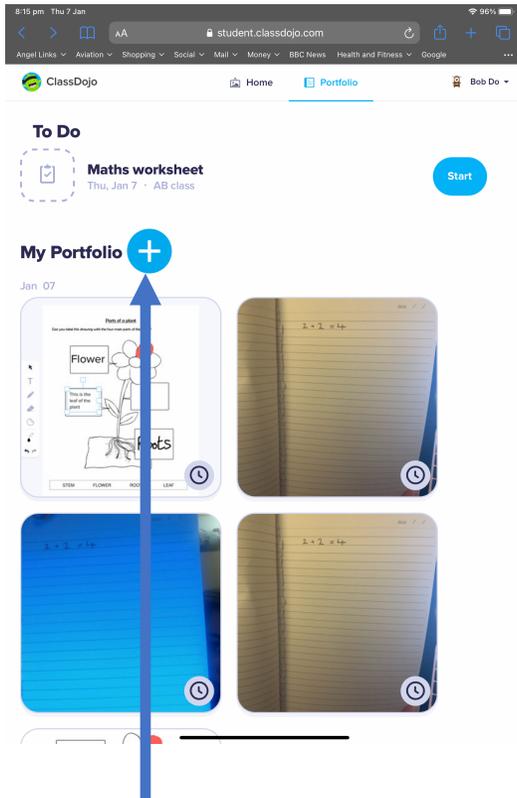
Open the worksheet you would like to print from portfolio.

To print on a mac hold command and p or on a windows computer hold control and p.

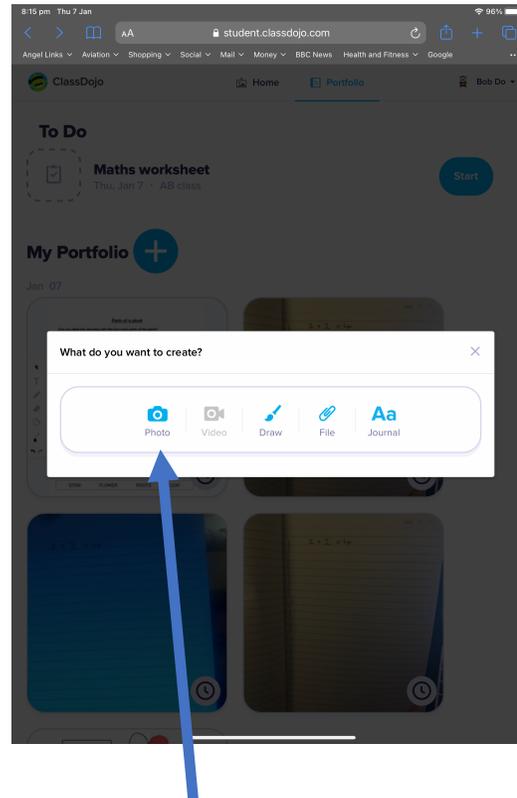
A print window will appear, it is often best to switch to landscape to print.



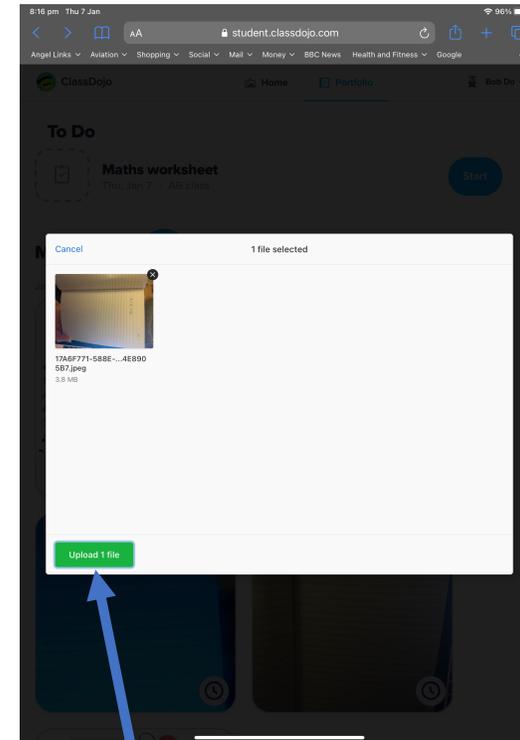
How to submit a photograph of your child's work.



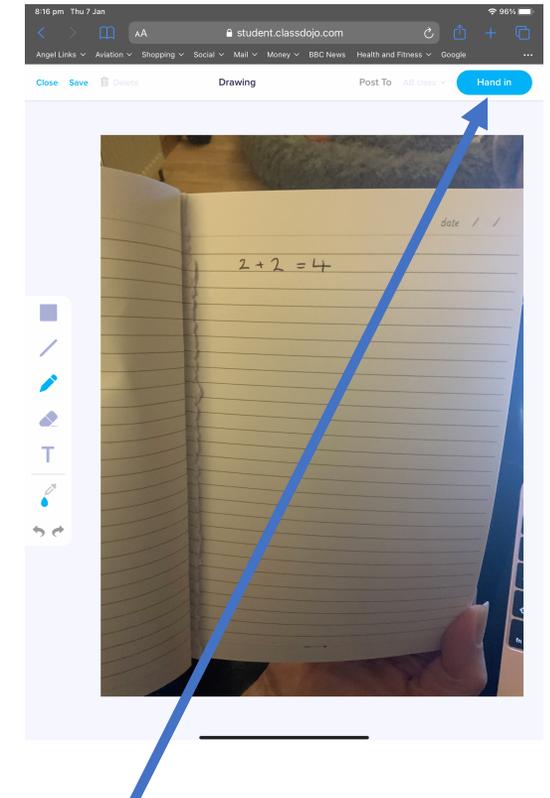
Click on the “+” next to “My Portfolio”.



Click on “photo”.



Take a photo of the work and click upload.



Click “hand in” to submit.

*If you are using a laptop or have already taken the picture. Click on file instead of photo in step 2 and select the photo you want to upload. You can also submit a photograph by sending it in a message to the teacher if you would prefer.